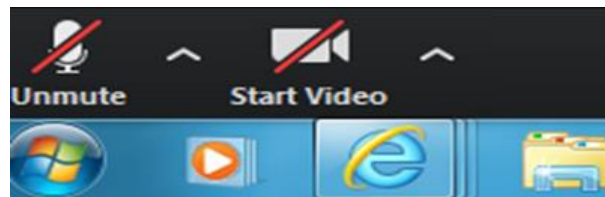


Audio / Video Settings

Please make sure that your phone or computer is muted and that you have turned off your computer's camera.

To do this, hover over the bottom left-hand side of your screen and click “Mute” and “Stop Video”. Once both have been turned off, you should see this visual.



A copy of this presentation is located on [System Support webpage](#)

After the webinar, please complete the webinar survey: [Survey Link](#)

We will start the recording of this webinar now.

Louisiana Believes

Special Education Reporting System (SER) July 31, 2020 Training

*A copy of this presentation is located on the [System Support page](#) under the
SER section/2020 July Training*

Objectives

At the conclusion of this training, participants should be able to:

- understand the overall functionality of SER,
- claim jurisdiction or add a new student in SER.
- manage student services.
- enter evaluations and submit IEPs to SER.
- troubleshoot common errors.
- manage compliance, state and federal reporting using SER reports.

Agenda

- **Overall functionality of SER**
- **Student Profile**
 - Searching for a student
 - Claiming jurisdiction
 - Adding a new student
- **Assigning/Updating Secure IDs in SER/View Attachments**
- **Evaluations**
- **IEPs**
- **Services**
 - Adding services
 - Terminating services
 - Service provider bulk update
- **Reports**
- **Communications and Support**

Special Education Reporting (SER) System Functionality

The **Special Education Reporting System (SER)** is a statewide system which enables special education personnel to monitor the provision of services to students.

SER data are captured from the point of referral for evaluation until the time of exit from special education

- Allows for storing of IEPs
- Stores student data relevant to special education for state and federal reporting

Examples include:

- Extended School Year Services (ESYS) data
- Post School Transition
- State Performance Plan (SPP) reporting
- Part C, IEP and evaluation compliance monitoring
- Allows entry, editing, and inquiry of data
- Allows for online and batch student data submissions.
- Allows for the generation of student reports.

Agenda

- Overall functionality of SER
- **Student Profile**
 - Searching for a student
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- Evaluations
- IEPs
- Services
 - Adding services
 - Terminating services
 - Service provider bulk update
- Reports
- Communications and Support

Special Education Reporting System (SER) Homepage

The Special Education Reporting System homepage will be displayed when first logging in to SER:

Student Search
[Search Box] [Go]
[Previous Search](#)
[New Search](#)

Current Student
Name:
State ID:
DOB:
Site:
Gender:

Reports
[My Reports](#)

Special Education Reporting System (SER)

All student information is confidential and subject to LEA, State and Federal regulations regarding privacy of individual student and family information. Use of SER must be for official school purposes only, and all users must follow local and state security procedures. Before using SER, you should:

1. **Be familiar with LEA/System policies regarding confidentiality of individual student information.**
2. **Be familiar with State and Federal Laws and Regulations regarding confidentiality of individual student information.**
3. **Follow SER procedures for security.**

THIS IS THE PRODUCTION SER SYSTEM

SCHEDULED MAINTENANCE:

- SER will be down the first Wednesday of every month for scheduled maintenance. The outage will begin at approximately 4:00 p.m. and last for approximately two hours. Users will be notified by pop up messages to save data and log off of SER.

[Continue](#)

Reports
Reports
Admin Fiscal
Admin Reports
AEPS
Compliance
Ed Finance Audit
ESYS
Exit
By Disability, Reason,
Counted
SER/SIS Exit Cross C
Summary
FED Eval (2011 & Later)
General Reports
Gifted/Talented
IDEA
IEP Forms
MFP
NEW FAPE (2010 & Later)
Post Sch. Transition
Rosters
RSM Admin Reports
RSM Provider Reports
Service Reports
zFAPE (2005 & Prior)
zFED Eval (2010 & Prior)

Searching for a Student

- Student Search (Quick Search)
 - Enter first name and last name
 - Enter last name, first name
 - Enter student's unique ID
 - Click Go or press Enter
- Regular Search
 - Enter information in the appropriate fields
 - Click Search
- Advanced Search
 - In addition to fields in the Regular Search section, search can be modified to include date of birth, gender, and school code
 - Allows a search for inactive students (students with records 5 years old or greater)

Searching for a Student Regular Mode

Student Search

[Previous Search](#)
[New Search](#)

Current Student

Name:
State ID:
DOB:
Site:
Gender:

▶ Student Profile
▶ Jurisdiction
▶ Parent/Guardian
▶ Special Ed. Activity
▶ Pre-Referral Activities
▶ Screening

Regular Search

State ID:
Legacy State ID:
First:
Middle:
Last:
Suffix:
LEA of Jurisdiction: ▼

[Switch to Advanced Mode](#)

Quick Search (blue arrow pointing to the 'Go' button)
Advanced Search (purple arrow pointing to the 'Switch to Advanced Mode' link)

Searching for a Student Advanced Mode


Enter the information in any of the fields to narrow a search for a student.

Check the Show Inactive box to search for a student with records 5 years or older

Click Switch to Regular Mode to return to the default search screen.

Advanced Search

State ID:	<input type="text"/>
Legacy State ID:	<input type="text"/>
First:	<input type="text"/>
Middle:	<input type="text"/>
Last:	<input type="text"/>
Suffix:	<input type="text"/>
LEA of Jurisdiction:	<input type="text"/>

Gender:	<input type="text"/>
Ethnicity:	<input type="text"/>
Hispanic/Latino:	<input type="text"/>
American Indian or Alaskan Native:	<input type="text"/>
Asian:	<input type="text"/>
Black or African American:	<input type="text"/>
Native Hawaiian or other pacific islander:	<input type="text"/>
White:	<input type="text"/>
Date of Birth:	<input type="text"/> 
School Code:	<input type="text"/>
Previous LEA of Jurisdiction:	<input type="text"/>
Local Student ID:	<input type="text"/>
Show Inactive:	<input type="checkbox"/> (check to show inactive)

[Switch to Regular Mode](#)

Jurisdiction

What is Jurisdiction?

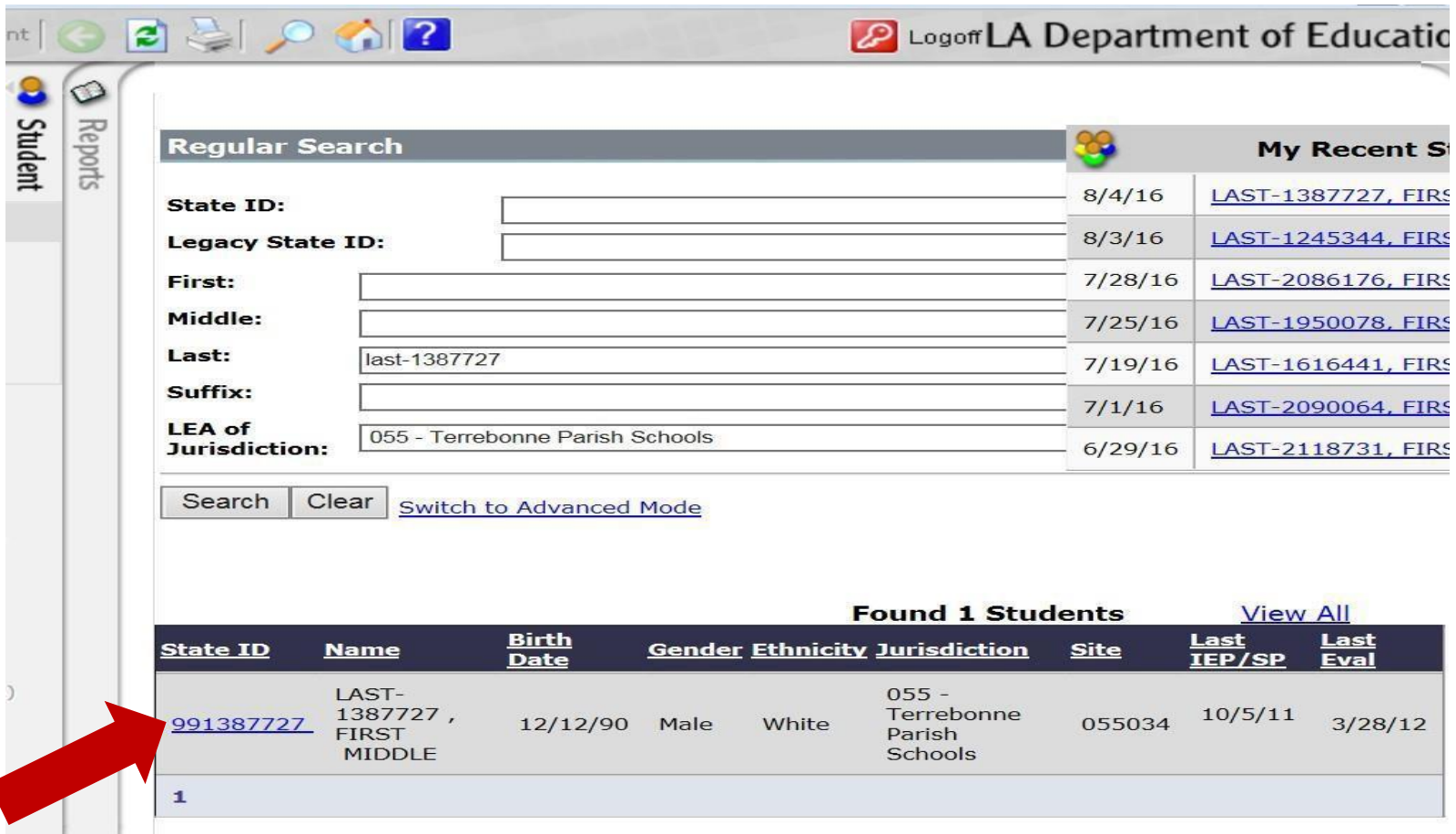
- A student is “owned” by a single Local Education Agency (LEA). There are no gaps when a student is transferred from one LEA to another. The end date of an LEA’s jurisdiction is automatically calculated when another LEA assumes jurisdiction.

Claiming Jurisdiction

- Click on the student's unique ID
- Click on the Jurisdiction tab
- Click the Add New tab
- Enter the student's Begin Date and School Code
- Local Student ID is optional
 - **Do not use a student's SSN as the Local Student ID**
- Click Save

Claiming Jurisdiction for a Student

- Once SER returns the student, click on the student's State ID number



The screenshot shows the LA Department of Education's Student Enrollment Report (SER) interface. The top navigation bar includes a 'Logoff' button and the text 'LA Department of Education'. The left sidebar has 'Student' and 'Reports' links. The main area is divided into a 'Regular Search' form and a 'My Recent Searches' table.

Regular Search Form:

- State ID:
- Legacy State ID:
- First:
- Middle:
- Last:
- Suffix:
- LEA of Jurisdiction:

Buttons: Search, Clear, [Switch to Advanced Mode](#)

My Recent Searches Table:

Date	Search Link
8/4/16	LAST-1387727, FIRS
8/3/16	LAST-1245344, FIRS
7/28/16	LAST-2086176, FIRS
7/25/16	LAST-1950078, FIRS
7/19/16	LAST-1616441, FIRS
7/1/16	LAST-2090064, FIRS
6/29/16	LAST-2118731, FIRS

Found 1 Students [View All](#)

State ID	Name	Birth Date	Gender	Ethnicity	Jurisdiction	Site	Last IEP/SP	Last Eval
991387727	LAST-1387727 , FIRST MIDDLE	12/12/90	Male	White	055 - Terrebonne Parish Schools	055034	10/5/11	3/28/12

A red arrow points to the State ID [991387727](#) in the results table.

Claiming Jurisdiction

SER | [New Student](#) | [Logoff](#) | [Tools](#) | **LA Department of Education**

Student Search | [Previous Search](#) | [New Search](#) | [Go](#)

Current Student

Name: TESTAVERDE, TESS
State ID: 444-44-4444
DOB: 12/4/2002
Site: 017002
Gender: Female

[Student Profile](#)
[Jurisdiction](#)
[Parent/Guardian](#)
[Special Ed. Activity](#)
[Pre-Referral Activities](#)
[Screening](#)
[Evaluation](#)
[IEP](#)
[IEP Forms](#)

Jurisdiction History

[+ Add New](#)

	LEA of Jurisdiction	Begin Date	End Date	Local Student ID	School Code	Open Services
View / Edit	E.B.R. Parish Schools	8/1/2008			017002	No

If "Yes" was displayed in the Open Services column, you would need to contact EBR Parish to close services before the student could be picked up.

Claiming Jurisdiction

SER LA Department of Education

Student Search

[Previous Search](#)
[New Search](#)

Current Student
Name: LAST-1819937,
FIRST
State ID: 991-81-9937
DOB: 5/3/1994
Site: 017056
Gender: Male

▶ [Student Profile](#)
▶ [Jurisdiction](#)
▶ [Parent/Guardian](#)
▶ [Special Ed. Activity](#)
▶ [Pre-Referral Activities](#)
▶ [Screening](#)
▶ [Evaluation](#)
▶ [IEP](#)
▶ [IEP Forms](#)

Jurisdiction

LEA:
East Baton Rouge Parish

Begin Date:

End Date:

Local Student ID:

School Code:
McKinley Senior

Record Information
Created On: 8/3/2010 11:51
Modified On: 8/3/2010 11:51

Enter the student's begin date, local ID, and school code, then click Save. The LEA is defaulted to your LEA and cannot be changed.

Use this button to transfer a student to another school site within your LEA.

Adding a New Student

To add a new student:

- Click New Student button in top left corner
- OR
- Click Add New Student tab.

The screenshot shows a web application interface for adding a new student. A red arrow points to the 'New Student' button in the top left corner. Another red arrow points to the 'Add New Student' tab at the bottom of the form. The form includes a search section with fields for State ID, Legacy State ID, First, Middle, Last, Suffix, and LEA of Jurisdiction. There is also a checkbox for 'Receiving Rel Serv/ Medicaid'. At the bottom, there are 'Search' and 'Clear' buttons, and a link to 'Switch to Advanced Mode'.

New Student

Search

Go

Search

New Student

Profile

Action

/Guardian

Ed. Activity

erral Activities

ng

on

ns

Plan (Private)

Regular Search

State ID: 0123456789

Legacy State ID:

First:

Middle:

Last:

Suffix:

LEA of Jurisdiction:

Receiving Rel Serv/ Medicaid: ☐

Search Clear [Switch to Advanced Mode](#)

+ Add New Student

State ID Name

Adding a New Student

- The State ID field is required to find a student in eScholar
- The remaining fields are optional.
- Click Find Student.
- The State ID will populate the student assigned to that ID.
- Validate that the student is correct then click Confirm.

The screenshot shows a software window titled "eScholar Student Search". At the top, there are buttons for "Close" and "Cancel". The main area contains several input fields with labels: "State ID:", "Legacy State ID:", "First:", "Middle:", "Last:", "Suffix:", and "DOB:". The "State ID" field is highlighted with a thick black border. Below these fields is a "Find Student" button. Underneath the button, a message reads: "Please validate that this is the correct student." Below this message, the same set of labels and input fields is repeated, with the "State ID" field again highlighted with a thick black border. At the bottom of this section is a "Confirm" button.

Adding a New Student

- The Student Profile screen will populate after confirming the student is correct.
- Enter the remaining fields, then click Save.

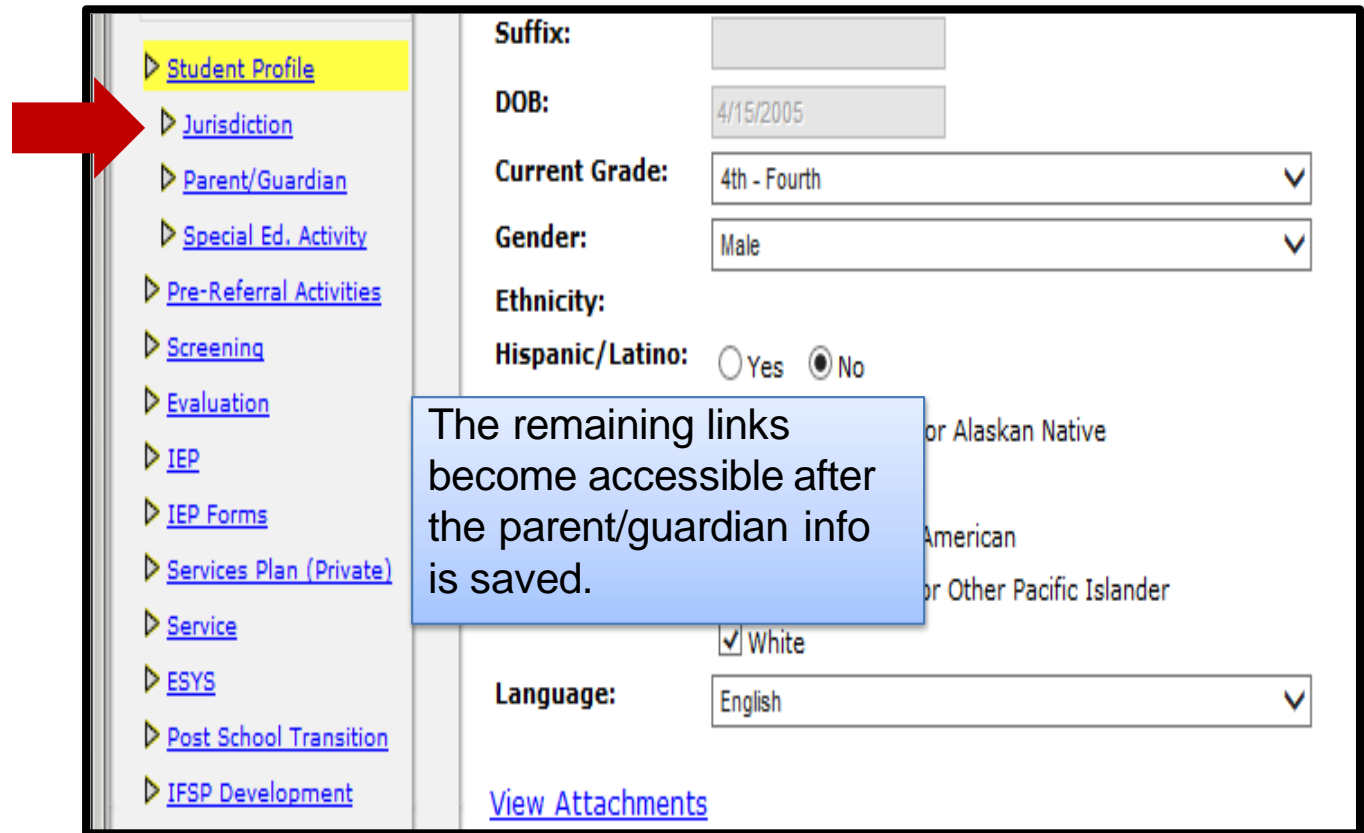
The screenshot shows a web browser window titled "ng System (SER) - Windows Internet Explorer". The browser's address bar and toolbar are visible. On the left side of the browser window, there is a vertical sidebar with a "Reports" button. The main content area displays the "Student Profile" form. The form contains the following fields and options:

- State ID:** 0123456789
- Legacy State ID:** 123456789
- First:** CASS
- Middle:** WALTON
- Last:** FAIRBANKS
- Suffix:** (empty)
- DOB:** 4/15/2005
- Current Grade:** 4th - Fourth (dropdown menu)
- Gender:** Male (dropdown menu)
- Ethnicity:**
 - Hispanic/Latino:** ☐ Yes ☒ No
 - Racial Groups:**
 - ☐ American Indian or Alaskan Native
 - ☐ Asian
 - ☐ Black or African American
 - ☐ Native Hawaiian or Other Pacific Islander
 - ☒ White
- Language:** English (dropdown menu)

Adding a New Student

After saving the record:

- Enter a new jurisdiction record.
- Enter parent/guardian information.



The screenshot shows a web application interface for adding a new student. On the left is a sidebar with a list of links: [Student Profile](#), [Jurisdiction](#), [Parent/Guardian](#), [Special Ed. Activity](#), [Pre-Referral Activities](#), [Screening](#), [Evaluation](#), [IEP](#), [IEP Forms](#), [Services Plan \(Private\)](#), [Service](#), [ESYS](#), [Post School Transition](#), and [IFSP Development](#). A red arrow points to the [Jurisdiction](#) link. The main content area contains a form with the following fields: **Suffix:** (text input), **DOB:** (text input with value 4/15/2005), **Current Grade:** (dropdown menu with value 4th - Fourth), **Gender:** (dropdown menu with value Male), **Ethnicity:** (radio buttons for Yes and No, with No selected), **Hispanic/Latino:** (radio buttons for Yes and No, with No selected), **Language:** (dropdown menu with value English), and **View Attachments** (link). A blue callout box with the text "The remaining links become accessible after the parent/guardian info is saved." is overlaid on the form.

[Student Profile](#)

[Jurisdiction](#)

[Parent/Guardian](#)

[Special Ed. Activity](#)

[Pre-Referral Activities](#)

[Screening](#)

[Evaluation](#)

[IEP](#)

[IEP Forms](#)

[Services Plan \(Private\)](#)

[Service](#)

[ESYS](#)

[Post School Transition](#)

[IFSP Development](#)

Suffix:

DOB:

Current Grade:

Gender:

Ethnicity: ☐ Yes ☒ No

Hispanic/Latino: ☐ Yes ☒ No

Language:


[View Attachments](#)

The remaining links become accessible after the parent/guardian info is saved.

Parent/Guardian

Student Search

[Previous Search](#)
[New Search](#)

 **Current Student**

Name: LAST-1387727, FIRST
State ID: 991387727
DOB: 12/12/1990
Site: 055034

▶ [Student Profile](#)
▶ [Jurisdiction](#)
▶ [Parent/Guardian](#)
▶ [Special Ed. Activity](#)

Student
Reports

Parent/Guardian

Title:	MS
First:	FIRST
Middle:	MIDDLE
Last:	LAST
Suffix:	X
Address:	123 Some Rd
City:	City
State:	LOUISIANA
Zip Code:	00000

Parent/Guardian information can still be edited in SER by the LEA.

Title and Suffix are optional, not required to enter in SER.

Student Options

Once an LEA has jurisdiction on a student, data readers and data writers can access all links in the Student Options area:

Student Profile

State ID: 991387727
Legacy State ID: 439798327
First: FIRST
Middle: MIDDLE
Last: LAST-1387727
Suffix:
DOB: 12/12/1990
Current Grade: 12th - Twelfth
Gender: Male
Ethnicity: ☐ Yes ☒ No
Racial Groups: ☐ American Indian or Alaskan Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☒ White
Language: English

Demographic information cannot be edited in SER. Any corrections needed should be made in eScholar.

The remaining fields can be edited in SER.

Current Student

Name: LAST-1387727, FIRST
State ID: 991387727
DOB: 12/12/1990
Site: 055034
Gender: Male

[Student Profile](#)
[Jurisdiction](#)
[Parent/Guardian](#)
[Special Ed. Activity](#)
[Pre-Referral Activities](#)
[Screening](#)
[Evaluation](#)
[IEP](#)
[IEP Forms](#)
[Services Plan \(Private\)](#)
[Service](#)
[ESYS](#)
[Post School Transition](#)
[IFSP Development](#)

Agenda

- Overall functionality of SER
- Student Profile
 - Searching for a student
 - Claiming jurisdiction
 - Adding a new student
- **Assigning/Updating Secure IDs in SER/View Attachments**
- Evaluations
- IEPs
- Services
 - Adding services
 - Terminating services
 - Service provider bulk update
- Reports
- Communications and Support

Assigning/Updating Secure IDs in SER

Guidance when assigning or updating Secure IDs:

- LEAs should limit access to one or two staff members for data quality purposes.
- Email SystemSupport@la.gov contact information of staff members who will assign/update Secure IDs.
- **Staff members with access should always work with their LEA's Secure ID manager to verify the student's active Secure ID before assigning or updating the ID in SER.**
- Verify the student's Secure ID and PII data match in SER and eScholar before assigning or updating the ID.
- "[Assigning/Updating Secure IDs in SER](#)" help document is available under the SER application on the Coordinator Portal.

Assigning/Updating Secure IDs in SER

To assign or update a Secure ID:

+ Add New Student				
State ID	Name	Birth Date	Gender	Ethnicity
NO GUID	LAST-2175310 , FIRST MIDDLE	11/23/14	Male	Hispanic/Latino

Click on the student's State ID.

Student Profile

State ID:

NO GUID

[Modify State ID\PII data](#)

On the Student Profile page, click Modify State ID/PII data.

Assigning/Updating Secure IDs in SER

Student Profile PII Edit

Search eScholar By State ID:

Search eScholar By Legacy State ID:

Find

Enter the student's Secure ID in the Search eScholar By State ID field, then click Find.

The student's Secure ID and PII data in eScholar will display next to the student's Secure ID and PII data in SER.

Users should compare the data and verify the information is correct. Once the Secure ID is assigned or updated, the student's PII data will be updated with the PII data in eScholar

Assigning/Updating Secure IDs in SER

[Save eScholar PII to SER](#)

SER PII Data

State ID:

Legacy State ID:

First:

Middle:

Last:

Suffix:

DOB:

eScholar PII Data

State ID:

Legacy State ID:

First:

Middle:

Last:

Suffix:

DOB:

After verifying the information is correct, click Save eScholar PII to SER.

Student Profile

Student Search **Student Reports**

[Previous Search](#)
[New Search](#)

Current Student

Name: LAST-1387727, FIRST
State ID: 991387727
DOB: 12/12/1990
Site: 055034
Gender: Male

▶ **Student Profile**
▶ [Jurisdiction](#)
▶ [Parent/Guardian](#)
▶ [Special Ed. Activity](#)
▶ [Pre-Referral Activities](#)
▶ [Screening](#)
▶ [Evaluation](#)
▶ [IEP](#)
▶ [IEP Forms](#)
▶ [Services Plan \(Private\)](#)
▶ [Service](#)
▶ [ESYS](#)
▶ [Post School Transition](#)
▶ [IFSP Development](#)

Save Close Cancel Delete

Student Profile

State ID:

Legacy State ID:

First:

Middle:

Last:

Suffix:

DOB:

Current Grade:

Gender:

Ethnicity:

Hispanic/Latino: ☐ Yes ☒ No

Racial Groups:

☐ American Indian or Alaskan Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☒ White

Language:

[View Attachments](#)

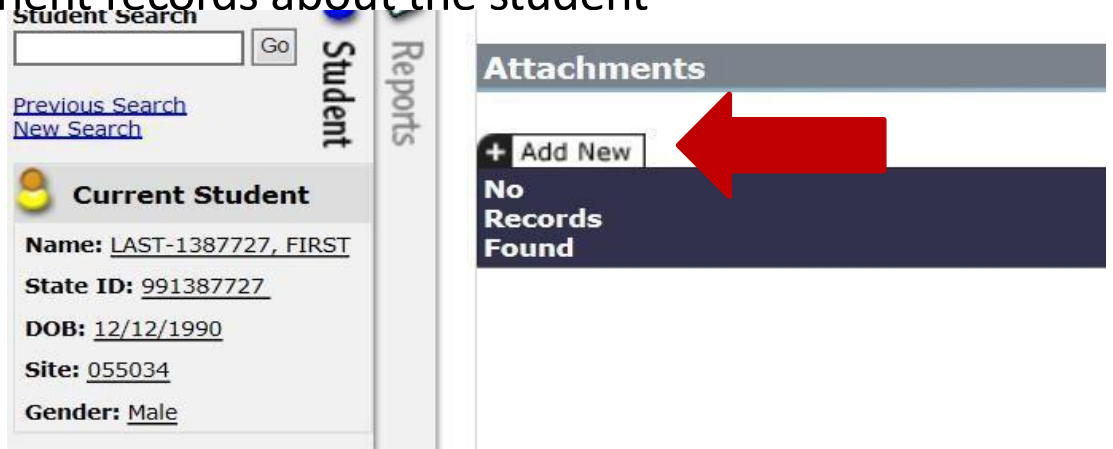
Demographic information cannot be edited in SER. Any corrections needed should be made in eScholar.

The remaining fields can be edited in SER.

View Attachments

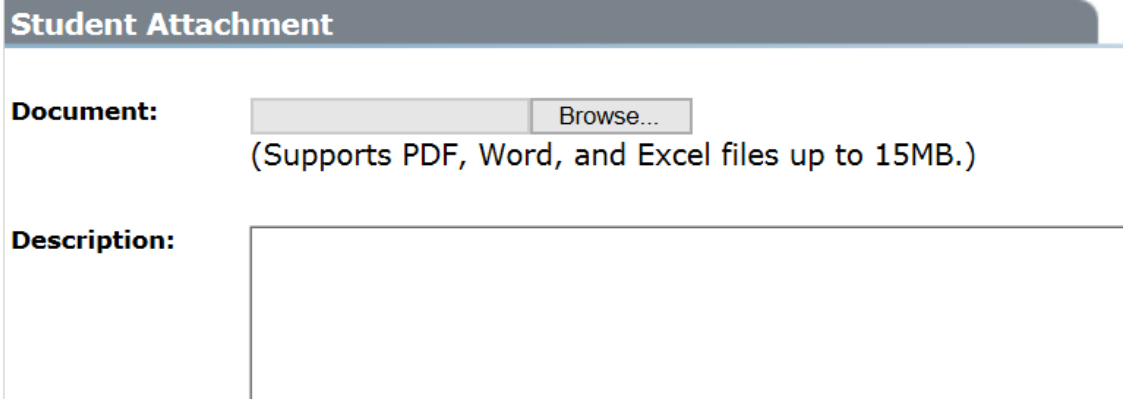
Allows a user to upload any pertinent records about the student

After clicking View Attachments, click the Add New tab.



The screenshot shows the 'Student Search' interface. On the left, there is a 'Student Search' box with a 'Go' button and links for 'Previous Search' and 'New Search'. Below this is the 'Current Student' section with fields for Name, State ID, DOB, Site, and Gender. On the right, there is a vertical menu with 'Student' and 'Reports' tabs. The main content area is titled 'Attachments' and contains a '+ Add New' button and a message 'No Records Found'. A large red arrow points to the '+ Add New' button.

Click Browse to upload the attachment. Use the Description box to describe the attachment, e.g., Healthcare Plan, then click Save.



The screenshot shows the 'Student Attachment' form. It has a 'Document:' label followed by a text input field and a 'Browse...' button. Below this is a note: '(Supports PDF, Word, and Excel files up to 15MB.)'. There is also a 'Description:' label followed by a large text area for entering the description.

View Attachments

- Once saved, the attachment can be viewed, edited, or deleted

Attachments

+ Add New

Document Name			Description
View	Edit	Delete	Non Diploma Consideration Checklist 1 9 13 final.docx
			IGP-2/11/14










Agenda

- Overall functionality of SER
- **Student Profile**
 - Searching for a student
 - Claiming jurisdiction
 - Adding a new student
- Assigning/Updating Secure IDs in SER/View Attachments
- **Evaluations**
- IEPs
- **Services**
 - Adding services
 - Terminating services
 - Service provider bulk update
- **Reports**
- **Communications and Support**

Evaluations

- When the Evaluation link is clicked, a history of the student's evaluations are displayed.
- The most recent evaluation is listed first, followed by each preceding evaluation.
- Types of evaluations
 - Initial evaluations
 - Re-evaluations
 - Triennial waivers can be entered or modified in SER under the corresponding
 - tab.

Evaluations

SER  New Student        Logoff  Tools LA Department of Education

Testing System
Student Search

[Previous Search](#)
[New Search](#)

Student
Reports

Current Student
Name: KIDD, JASON
State ID: 333-33-3365
DOB: 11/5/1999
Site: 055002
Gender: Male

- ▶ [Student Profile](#)
- ▶ [Jurisdiction](#)
- ▶ [Parent/Guardian](#)
- ▶ [Special Ed. Activity](#)
- ▶ [Pre-Referral Activities](#)
- ▶ [Screening](#)
- ▶ [Evaluation](#)
- ▶ [IEP](#)

Choose the tab for the type of evaluation you will enter.

Eval

+ Add Initial + Add Re-Evaluation + Add Triennial Re-Evaluation Waiver + Close Jurisdiction

	Report Disseminated Date	Exceptionality	Evaluation	
View / Edit	9/12/2008	Gifted	Initial	9/12/2008

The Close Jurisdiction tab populates once an initial evaluation is entered.

Evaluations - Initial

SER | New Student | | Logoff | Tools | LA Department of Education

Student Search

[Previous Search](#)
[New Search](#)

Current Student

Name: LAST-1819937,
FIRST
State ID: 991-81-9937
DOB: 5/3/1994
Site: 017056
Gender: Male

[Student Profile](#)
[Jurisdiction](#)
[Parent/Guardian](#)
[Special Ed. Activity](#)
[Pre-Referral Activities](#)
[Screening](#)
[Evaluation](#)
[IEP](#)
[IEP Forms](#)
[Services Plan \(Private\)](#)
[Service](#)
[ESYS](#)
[Post School Transition](#)
[IFSP Development](#)
[IFSP Service](#)
[AEPS Assessment](#)

Initial Evaluation

Permission Request Date:
Parent Decision:
Decision/Start Date:
Eligibility Determination Date:
Report Disseminated Date:

Evaluation Coordinator

Title:
SSN: - -

Evaluation Exceptionality

Exceptionality	Primary Exceptionality	Exceptionality Detail
View / Edit Developmental Delay	Yes	
View / Edit Speech or Language Impairments	No	Articulation Fluency Language

Extension

Reason:
Date Approved: Days:

Extension	Date Approved	Days
Delete End of School Year		

Participant [Add Multiple](#)

Reason:
Participant
[Delete](#) Educational Diagnostician

Medical Diagnosis [Add Multiple](#)

Reason:
Impairment

Permission Request Date, Parent Decision, and the Decision/Start Date must be saved before you can enter the remaining evaluation information.

Evaluation Coordinator SSN is optional, but entering the information allows you to monitor coordinators for compliance.

Evaluations - Adding Exceptionality

SER LA Department of Education

Student Search **Student Reports**

[Previous Search](#)
[New Search](#)

Current Student

Name: LAST-1819937,
FIRST
State ID: 991-81-9937
DOB: 5/3/1994
Site: 017056
Gender: Male

- Student Profile
- Jurisdiction
- Parent/Guardian
- Special Ed. Activity
- Pre-Referral Activities
- Screening
- Evaluation**
- IEP
- IEP Forms
- Services Plan (Private)
- Service
- ESYS
- Post School Transition
- IFSP Development
- IFSP Services

Initial Evaluation

Save Close Cancel Delete

Permission Request Date: 5/2/2001
Parent Decision: Yes, Granted
Decision/Start Date: 5/14/2001
Eligibility Determination Date:
Report Disseminated Date: 11/5/2001

Evaluation Coordinator

Title:
SSN:

Evaluation Exceptionality

+ Add New

	Exceptionality	Primary Exceptionality	Exceptionality Detail
View / Edit	Developmental Delay	Yes	
View / Edit	Speech or Language Impairments	No	Articulation Fluency Language

Extension Reason: -- SELECT ONE -- **Participant** -- SELECT ONE -- **Medical Diagnosis** -- SELECT ONE --

Click Add New to enter the student's exceptionality. A primary exceptionality must be selected.



Evaluations – Add Exceptionality Screen

https://sert.doe.louisiana.gov/ - Special Education Reporting System (SER) - Windows Internet Explorer

SER [New Student](#) [Logoff](#) [Tools](#) LA Department of Education

Student Search [Go](#) [Previous Search](#) [New Search](#)

Current Student

Name: STUDENT, SAMPLE
State ID: 555-25-2222
DOB: 2/2/2003
Site: 001001
Gender: Female

[Student Profile](#)
[Jurisdiction](#)
[Parent/Guardian](#)
[Special Ed. Activity](#)
[Pre-Referral Activities](#)
[Screening](#)
[Evaluation](#)
[IEP](#)
[IEP Forms](#)
[Services Plan \(Private\)](#)
[Service](#)
[ESYP](#)

Evaluation Exceptionality Saved.

Evaluation Exceptionality

Exceptionality:

Primary Exceptionality: ☐ (check if Primary)

Exceptionality Detail: [Add Multiple](#)

[Add](#)

Exceptionality Detail	
Delete	Reading Comprehension
Delete	Written Expression
Delete	Mathematics Problem Solving

Record Information

Created On: 10/9/2008 10:40:22 AM Created By: **apptst16**
Modified On: 10/9/2008 10:40:22 AM Modified By: **apptst16**

Use this feature if you need to enter more than one exceptionality detail code.

Evaluations – Re-Evaluations

Special Education Reporting System (SER) - Microsoft Internet Explorer

SER | New Student | Logoff | Tools | LA Department of Education

Student Search [Go] **Student Reports**

[Previous Search](#)
[New Search](#)

Current Student

Name: STUDENT, FELLOW
State ID: 688-86-6888
DOB: 10/10/1992
Site: 010006
Gender: Male

- Student Profile
- Jurisdiction
- Parent/Guardian
- Special Ed. Activity
- Pre-Referral Activities
- Screening
- Evaluation**
- IEP
- IEP Forms
- Services Plan (Private)
- Service
- ESYP
- Post School Transition

Re-Evaluation

Save Close Cancel Delete

Permission Request/Start Date: 1/22/2007

Report Disseminated Date:

Coordinator Title: Certified School Psychologist

Re-Evaluation Reason: Due Process Hearing Decision
Due Process Hearing Decision - Disabled

Evaluation Exceptionality

+ Add New

Exceptionality	Primary Exceptionality	Exceptionality Detail
View / Edit Specific Learning Disability	Yes	Reading Comprehension

Extension [Add Multiple](#) **Participant** [Add Multiple](#) **Medical Diagnosis** [Add Multiple](#)

-- SELECT ONE -- Add -- SELECT ONE -- Add -- SELECT ONE -- Add

Extension	Participant	Impairment
Delete Intervention - Max 30 days	Delete Educational Diagnostician	

Record Information

Re-evaluations require a re-evaluation reason. No parent decision or eligibility determination date is required.

Evaluations – Triennial Waiver

Save Close Cancel

Triennial Re-Evaluation Waiver

Parental Waiver Permission Date: 12/6/2008

Re-Evaluation Reason: Triennial Reevaluation

Evaluation Exceptionality

Exceptionality	Primary Exceptionality	Exceptionality Detail
Mental Disability - Mild	Yes	
Specific Learning Disability	No	
Speech or Language Impairments	No	

Extension
-- SELECT ONE --

Participant
-- SELECT ONE --

Medical Diagnosis
-- SELECT ONE --

Extension

Participant
Qualified School Social Worker
Teacher (Current)

Impairment

Triennial waivers only require the date the parent signed the waiver. The rest of the evaluation information cannot be changed. The parent signature date becomes the new evaluation date.

Guidelines for triennial waivers can be found in the SER User Guide found on the Insight portal.

Agenda

- Overall functionality of SER
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- **IEPs**
- **Services**
 - Adding services
 - Terminating services
 - Service provider bulk update
- **Reports**
- **Communications and Support**

Creating IEPs

To create an IEP Form:

- Click on the IEP Forms link.
- Click the Add New tab.

The screenshot displays a web application interface for student search. On the left, a sidebar titled 'Student Search' contains a search bar with a 'Go' button and links for 'Previous Search' and 'New Search'. Below this is a 'Current Student' section with fields for Name, State ID, DOB, Site, and Gender. A list of expandable menu items follows: Student Profile, Jurisdiction, Parent/Guardian, Special Ed. Activity, Pre-Referral Activities, Screening, Evaluation, IEP, and IEP Forms. A red arrow points to the 'IEP Forms' item, which is highlighted in yellow. On the right, the 'IEP Forms' section is active, showing a '+ Add New' button and a 'No Records Found' message. Another red arrow points to the '+ Add New' button.

Creating IEPs

- The form will populate after clicking the Add New tab.
- The IEP Forms page will display information about the form.

SER Individualized Education Program | LA Department of Education

IEP Forms | 1. Transition Services | Validate | Official / Signed | Delete

System: Terrebonne Parish | Student Name: LAST-1713490, FIRST | Grade: [add/delete forms to IEP](#)

Meeting Date(s): | DOB: 10/6/1994 | Local Id: 000000000

In order to protect student privacy per RS 17:3914, refrain from using student name, date of birth, and other personally identifiable information.

Transition Services

Date of Student Invitation:

Method of Student Invitation:

Anticipated Exit Date:

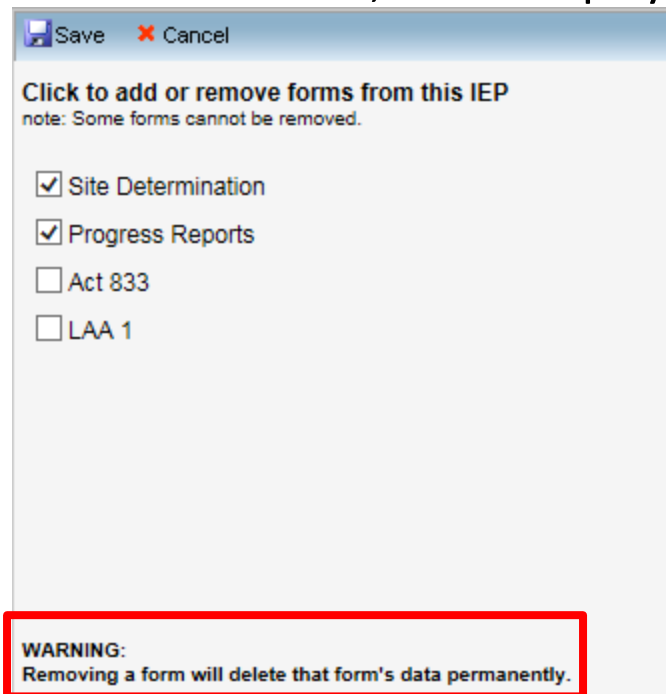
IEP Forms						
+ Add New						
Team Meeting Date	IEP Type	Current Grade	Status	Submitted To SER	Create Date	
Edit	Print		Draft	N	9/4/2015 8:48:57 AM	

IEP Validation Page

- Before an IEP can be made official, it must first be validated to ensure that all required information has been entered and all rules have been met
- Forms that have passed validation are indicated by a green check
- Forms that do not pass validation are indicated by a red 'X'
- Forms that have potential errors but can still pass validation are indicated with a yellow exclamation point
- Once all errors are resolved, the Make This IEP Official button will display
- If a user has access to submit IEPs, the Submit to SER button will display after the IEP is made official

Adding/Deleting Forms to the IEP Form

- Additional forms can be added or deleted to the IEP
- Click the Add/Delete Forms to IEP link in the top right corner of the IEP
- Check a form to add it to the IEP; uncheck a form to delete it
- If a form is added, it will display in the IEP Forms list

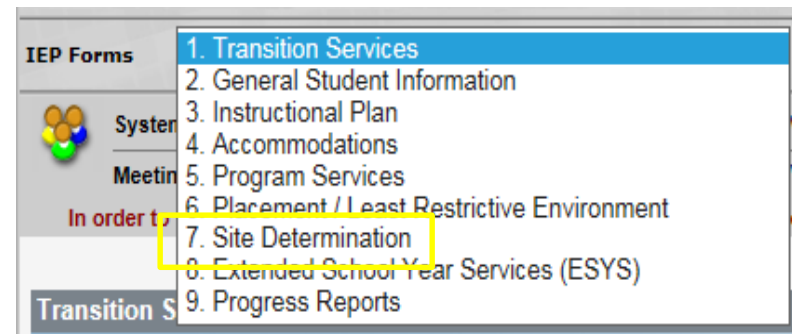


Save Cancel

Click to add or remove forms from this IEP
note: Some forms cannot be removed.

☒ Site Determination
☒ Progress Reports
☐ Act 833
☐ LAA 1

WARNING:
Removing a form will delete that form's data permanently.



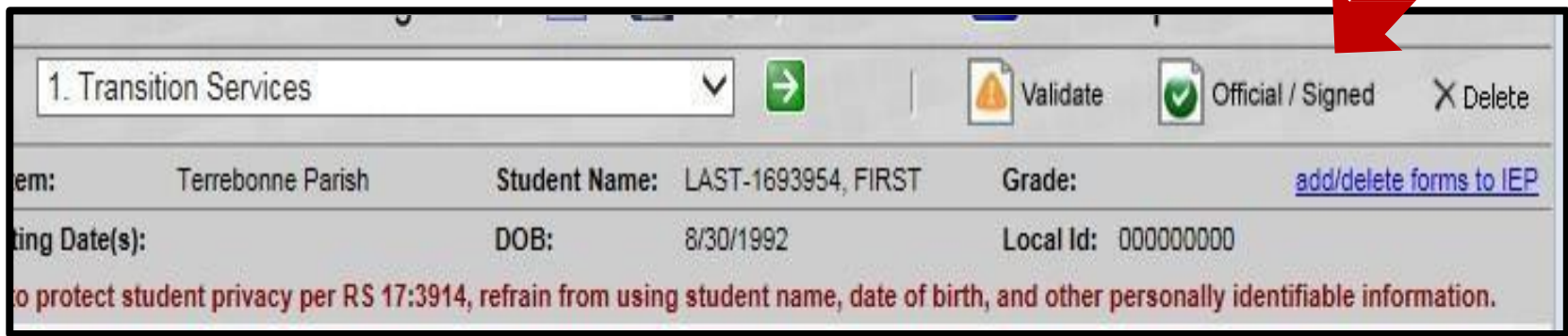
IEP Forms

System	1. Transition Services
Meeting	2. General Student Information
In order to	3. Instructional Plan
	4. Accommodations
	5. Program Services
	6. Placement / Least Restrictive Environment
	7. Site Determination
	8. Extended School Year Services (ESYS)
Transition S	9. Progress Reports

Site Determination form listed
in IEP Forms list selection

Submitting IEPs

- To change a draft IEP to an official IEP click the Official/Signed button



1. Transition Services

Validate Official / Signed Delete

em: Terrebonne Parish Student Name: LAST-1693954, FIRST Grade: [add/delete forms to IEP](#)

ing Date(s): DOB: 8/30/1992 Local Id: 000000000

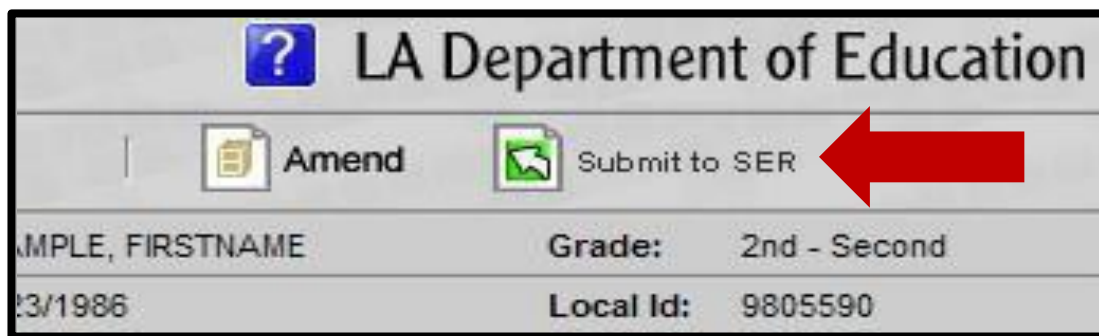
to protect student privacy per RS 17:3914, refrain from using student name, date of birth, and other personally identifiable information.

- Once the IEP is official, it can be submitted to SER

+ Add New						
	Team Meeting Date	IEP Type	Current Grade	Status	Submitted To SER	
View Print	1/1/2007	Regular - Initial	2nd - Second	Official	N	

Submitting IEPs

- Click the Submit to SER button to submit the IEP



The screenshot shows the LA Department of Education interface. At the top, there is a header with a question mark icon and the text "LA Department of Education". Below the header, there are two buttons: "Amend" (with a document icon) and "Submit to SER" (with a document icon and a red arrow pointing to it). Below the buttons, there is a form with the following fields: "SAMPLE, FIRSTNAME", "Grade: 2nd - Second", "12/3/1986", and "Local Id: 9805590".

- Once submitted, the N under the Submitted to SER column will change to a Y

Team Meeting Date	IEP Type	Current Grade	Status	Submitted To SER	Create Date
10/21/2014	Regular - Review	12th - Twelfth	Official	Y	9/30/2014 4:07:35 PM

Amendments

- When an IEP requires changes after being made official, the IEP must be amended
- Click View to open the official IEP and click the Amend button to amend the IEP
- The IEP status changes from Official to Amended-Draft
- Once changes are made, the user must document the following on the Amendments form:
 - How the parent was informed of the change
 - An explanation of what was changed and why
- After validating the amendment, the amended IEP must be made official
- There is no limit to the number of amendments created

NOTE: The Team Meeting Date does not change with amendments.

Amendments

SER Individualized Education Program | LA Department of Education

IEP Forms | 1. Transition Services | Amend | Submit to SER

System: Bossier Parish | Student Name: SAMPLE, FIRSTNAME | Grade: 2nd - Second
Meeting Date(s): 1/1/2007 | DOB: 6/23/1986 | Local Id: 9805590

IEP Forms | 1. Transition Services | 2. General Student Information | 3. Instructional Plan | 4. Accommodations | 5. Program Services | 6. Placement / Least Restrictive Environment | 7. Extended School Year Services (ESYS) | 8. Proaress Reports

System Meeting In order to Transition S - Form Amendments -

Amendment form added when the IEP is amended.

SER Individualized Education Program | LA Department of Education

IEP Forms | 8. Form Amendments | Validate | Official / Signed | Delete

System: Bossier Parish | Student Name: SAMPLE, FIRSTNAME | Grade: 2nd - Second
Meeting Date(s): 1/1/2007 | DOB: 6/23/1986 | Local Id: 9805590

IEP Form Amendments

Parent Contact Method	IEP Section/ Page Amended	Explanation	Date
-- SELECT ONE --	Transition Services		3/13/2007 1:03:55 PM

Parent contact method and explanation is required to validate the amended IEP

Agenda

- Overall functionality of SER
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- **Services**
 - Adding services
 - Terminating services
 - Service provider bulk update
- Reports
- Communications and Support

Student Services

A listing of a student's services is found under the Service link.

- Services displayed come from services listed on the student's IEP
- Services must be entered manually; they are not pulled in from the IEP
- Service listing will display the most recent service first followed by each preceding service.

Adding Services

When to add a new service:

- After claiming jurisdiction on a student new to your LEA
- After an initial IEP is completed for a student new to special education
- After a student becomes eligible for a new service
 - e.g., Student now qualifies for Adapted Physical Education when s/he did not initially qualify

To add a new service, click the Add New button at the top of the Service listing.

Adding Services

SER | [New Student](#) | [Save](#) | [Close](#) | [Cancel](#) | [Logoff](#) | [Tools](#) | **LA Department of Education**

Student Search | | [Go](#) | [Previous Search](#) | [New Search](#)

Current Student

Name: LAST-1967365,
FIRST
State ID: 991-96-7365
DOB: 6/30/2003
Site: 023018
Gender: Female

[Student Profile](#)
[Jurisdiction](#)
[Parent/Guardian](#)
[Special Ed. Activity](#)
[Pre-Referral Activities](#)
[Screening](#)
[Evaluation](#)
[IEP](#)
[IEP Forms](#)
[Services Plan \(Private\)](#)
[Service](#)
[ESYP](#)
[Post School Transition](#)

Person with IEP Authority

SSN:

Service

[+ Add New](#)

Service	Start Date	End Date	Termination Reason	Provider SSN	Provider Name
---------	------------	----------	--------------------	--------------	---------------

The teacher of record can be entered in this field.










You must add a new service for each service that a student receives, including special transportation. Services are found on the Program Services page of the student's IEP.

Adding Services

After clicking the Add New tab, the Service page will populate.

- The Service Recipient is defaulted to Student.
- Enter the information for the required fields then click Save.
- **You must add a new service for each service the student receives.**

Adding Services

SER  New Student        Logoff  Tools LA Department of Education

Student Search **Student Reports**

[Previous Search](#)
[New Search](#)


Current Student

Name: LAST-1819937,
FIRST
State ID: 991-81-9937
DOB: 5/3/1994
Site: 017056
Gender: Male

▶ [Student Profile](#)
▶ [Jurisdiction](#)
▶ [Parent/Guardian](#)
▶ [Special Ed. Activity](#)
▶ [Pre-Referral Activities](#)
▶ [Screening](#)
▶ [Evaluation](#)
▶ [IEP](#)
▶ [IEP Forms](#)
▶ [Services Plan \(Private\)](#)
▶ **[Service](#)**
▶ [ESYS](#)

Service

Save Close Cancel

Service: -- SELECT ONE --
Service Recipient: Student
Service Location: -- SELECT ONE --
Start Date: 
Provider SSN: - -
Service Terminated: ☐ (check if yes)

Enter the information for each field, then click Save.

Do not assign dummy SSNs for service providers!

Terminating Services

- To terminate a service, click View/Edit next to the service that should be terminated.
- Check the Service Terminated box to display the End Date and Termination Reason fields.
- Enter an end date and termination reason then click Save.

Terminating Services

https://vert.doe.louisiana.gov/ - Special Education Reporting System (SER) - Internet Explorer

SER New Student Logoff Tools LA Department of Education

Testing System
Student Search
[Previous Search](#)
[New Search](#)

Current Student
Name: LAST-1661713, FIRST
State ID: 991-66-1713
DOB: 9/28/1992
Site: 055036
Gender: Male

[Student Profile](#)
[Jurisdiction](#)
[Parent/Guardian](#)
[Special Ed. Activity](#)
[Pre-Referral Activities](#)
[Screening](#)
[Evaluation](#)
[IEP](#)
[IEP Forms](#)

Service
Save Close Cancel Delete

Service: Special Education Instruction
Start Date: 9/20/2012
Service Terminated: ☒ (check if yes)
End Date: 5/22/2013
Termination Reason: Progress Indicates Serv no Longer Needed

Service Providers
+ Add New

	Service Recipient	Service Location	Provider SSN	Provider Name
View / Edit	Student	Special Class	XXX-XX-4594	

Record Information
Created On: 10/5/2012 8:50:39 AM Created By: F055301

175% 5:02 PM 8/7/2014

End date and Termination Reason fields will appear when you check the Service Terminated box.

Special Education Activity

- Sped Activity record shows when a student entered and if the student exited special education

Search [] Go

[Previous Search](#)
[New Search](#)

Current Student

Name: LAST-1387727, FIRST
State ID: 991387727
DOB: 12/12/1990
Site: 055034
Gender: Male

▶ [Student Profile](#)
▶ [Jurisdiction](#)
▶ [Parent/Guardian](#)
▶ [Special Ed. Activity](#)
▶ [Pre-Referral Activities](#)
▶ [Screening](#)
▶ [Evaluation](#)
▶ [IEP](#)
▶ [IEP Forms](#)
▶ [Services Plan \(Private\)](#)
▶ [Service](#)
▶ [ESYS](#)
▶ [Post School Transition](#)
▶ [TFSD Development](#)

Special Education Activity

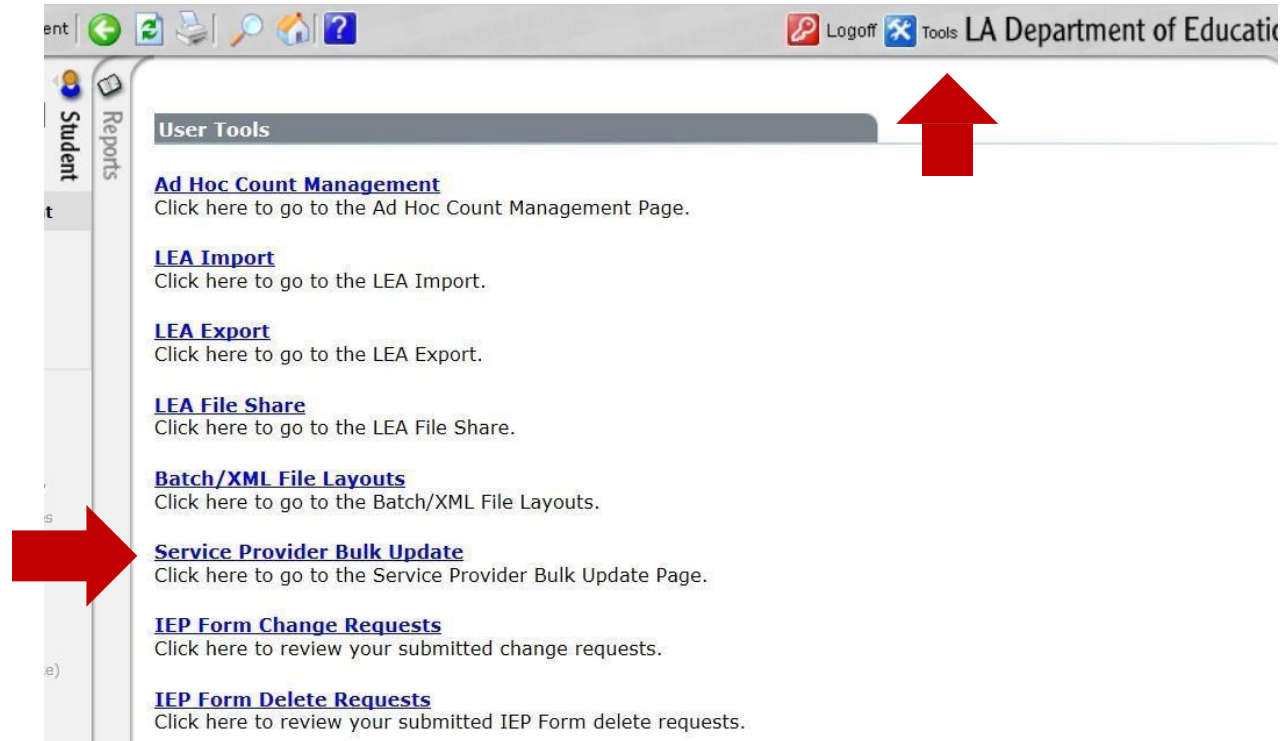
	Entry Date	Exit Date	Exit Reason
View / Edit	1/11/1995	5/18/2012	Non-Diploma Certificate of Achievement

The sped activity is created when an initial IEP or the first IEP after a student was exited is submitted to SER.

Bulk Update

Service Provider Bulk Update allows you to reassign multiple students from an old provider to a new provider

- **Useful for transferring caseloads from one provider to another**
- Found under Tool



Bulk Update

You must have the SSNs of the old provider and the new provider to use this feature.

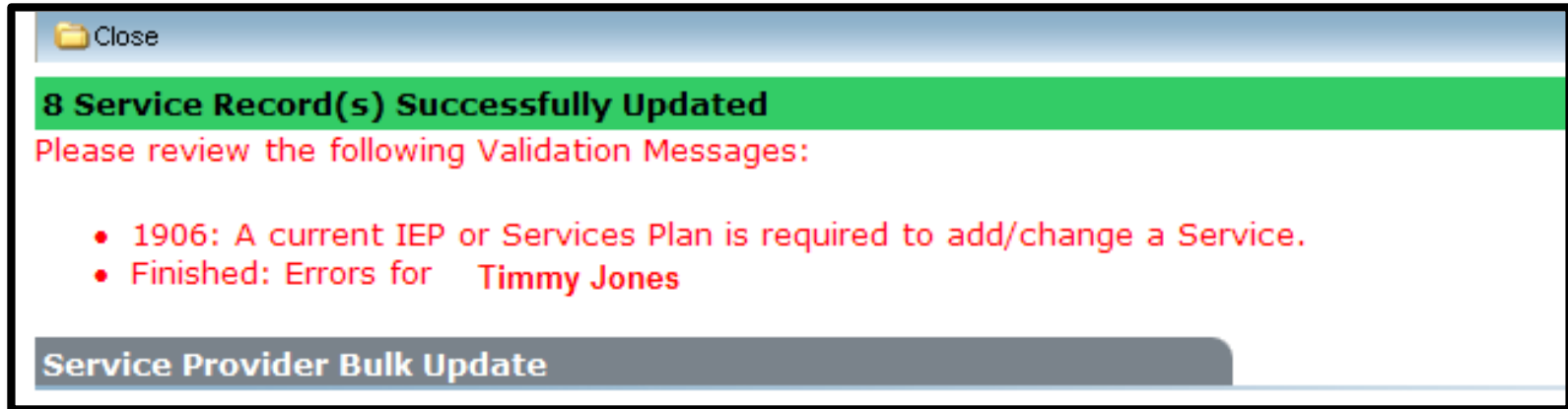
Click Get Student List to pull up the provider's case load.

You can pick the students you want to reassign, or you can click SelectAll to reassign all students.

The screenshot shows a web application titled "Service Provider Bulk Update". It includes a "Close" button in the top left. The "LEA:" field is set to "999- Your LEA here". The "Original Provider SSN:" field contains "555-55-5555", and the "Teachername, First Middle" field is highlighted in yellow. A "Get Student List" button is located below these fields. A red arrow points to this button. Below the button, the text "Update service for:" is followed by links for "Select All" and "Select by". There are three columns of student data, each with a checked checkbox for "Student Name". Each student entry includes "Birth Date", "Service: Counseling Services", and "Start Date". At the bottom, there are fields for "New Provider SSN:" (444-44-4444) and "Service Start Date:" (12/20/2008). Two buttons, "Change Provider" and "Clear Student List", are at the bottom.

Student Name	Birth Date	Service	Start Date
<input checked="" type="checkbox"/> Student Name	12/23/1990	Counseling Services	08/05/2008
<input checked="" type="checkbox"/> Student Name	11/22/1990	Counseling Services	08/05/2008
<input checked="" type="checkbox"/> Student Name	07/12/1992	Counseling Services	08/05/2008
<input checked="" type="checkbox"/> Student Name	03/04/1993	Counseling Services	08/19/2008
<input checked="" type="checkbox"/> Student Name	12/22/1992	Counseling Services	09/29/2008
<input checked="" type="checkbox"/> Student Name	11/15/1991	Counseling Services	08/05/2008

Bulk Update



- Number of records updated successfully are highlighted in green.
- If a student's record was not updated, a validation error will appear and include the reason along with the student's name.

Agenda

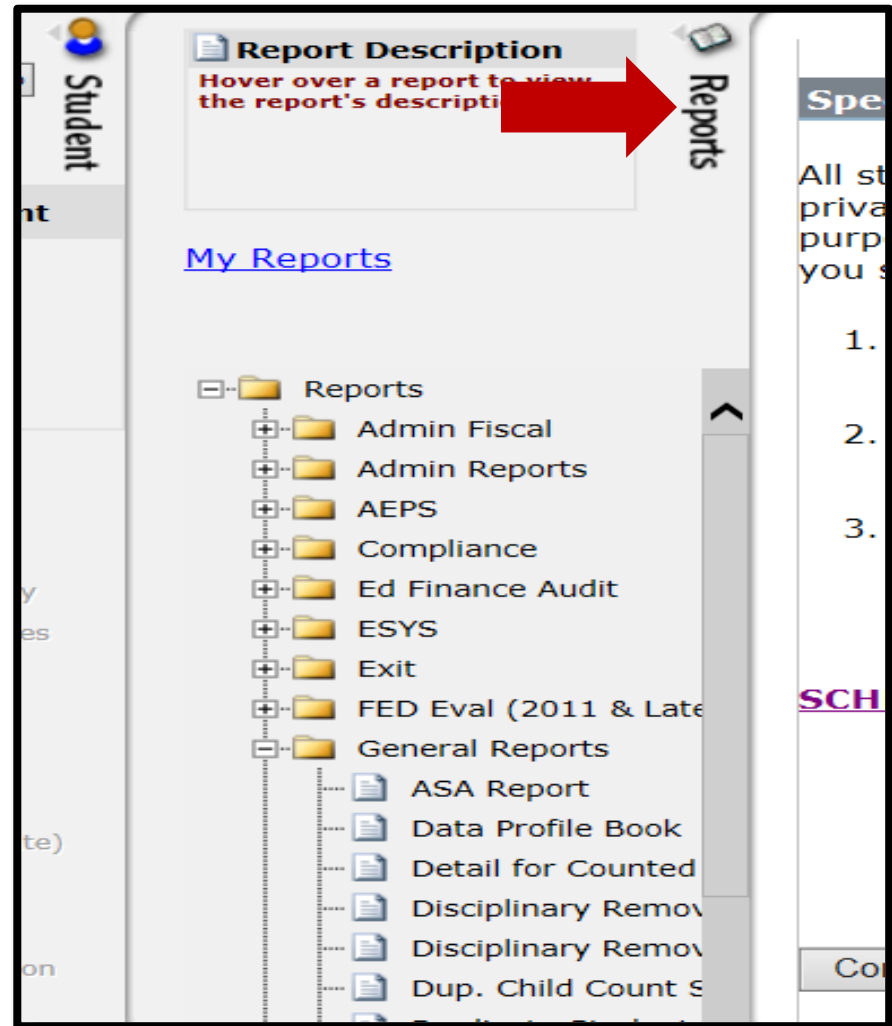
- Overall functionality of SER
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- **Reports**
- **Communications and Support**

Reports

- There are many reports in SER that you can use throughout the year.
- Compliance and management reports can be run as detail reports or summary reports.
- Reports can be run monthly, quarterly, or yearly.
- Use the [2020-21 Benchmark Calendar](#) for deadlines, important dates, and when to run the SER reports. The benchmark calendar is posted on [System Support webpage](#)

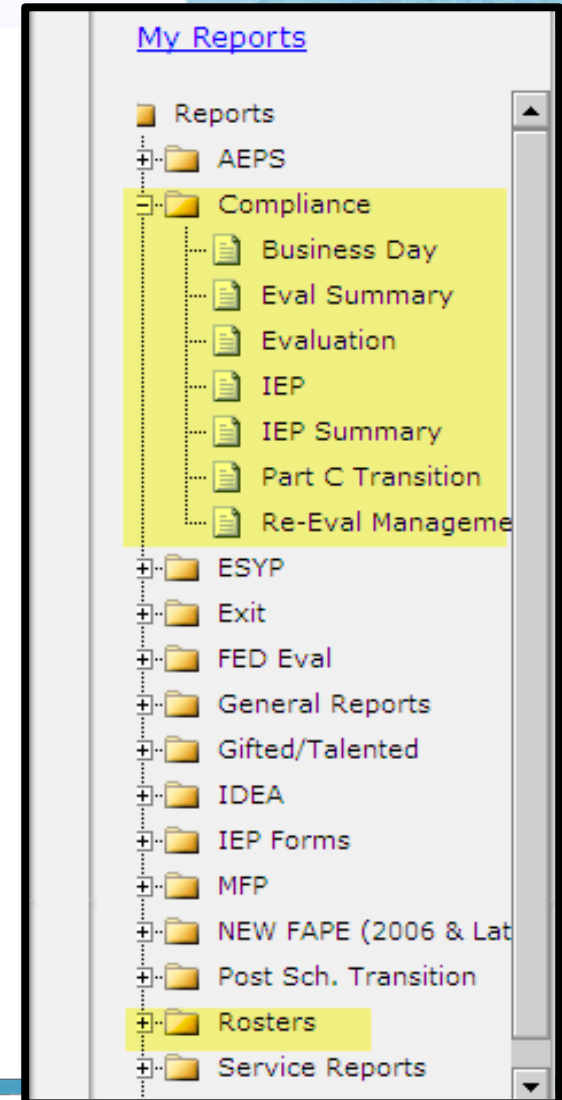
Reports Tab

- Click the Reports tab to display reports.
- Reports you run are listed under the My Reports tab.
- Reports stay under the My Reports tab for 14 days.
- You can view, save, or delete reports within the 14 days.



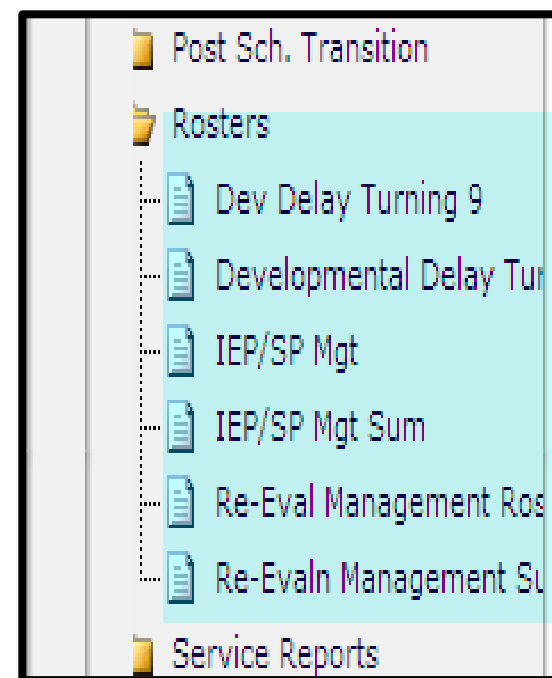
Compliance Reports

- Business Day: timelines for evaluations for a calendar year
- Eval Summary and IEP Summary: compliance percentage (%) and number of students in and out of timelines for a given month
- Evaluation and IEP: detailed listing of students in and out of timelines for a given month
- Re-Eval Management: three month view of evaluation compliance from the date generated
- Rosters: student IEP and evaluation anniversary date by school year



Compliance Reports

- Developmental Delay (DD) Turning 9: Detail or summary of DD students turning 9 that must be reclassified or dismissed of the exceptionality
- IEP/SP Mgt: Detail or summary of IEPs for a school year
- Re-Eval Management: Detail or summary of re-evaluations for a school year
 - Can be customized to a date range.



Error Codes

When entering actual data, you may experience errors with your data.

How do you correct data errors?

- Refer to the complete list of error codes listed in Appendix D of the SER User Guide or the IEP User Guide.
- Read the definition and solution next to the error code name in search of a resolution.
- Compare your entry steps to suggested steps in the user guide.
- If the error is from the IEP form, use help instructions within the IEP for additional information.

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 - Terminating services
 - Service provider bulk update
- Reports
- **Communications and Support**

Communications and Support

- **SER Contact:** Bernetta.Sims@la.gov
- **Accommodations and Assessment questions:** Assessment@la.gov
- **Special Education Policy questions:** SpecialEducation@la.gov
- [System Support Page](#)

Guiding documents [2020-21 Benchmark Calendar](#) for upcoming deadlines

Who to contact for support

Email the system data managers listed below if you need assistance with the collections.

- Data Systems Manager: Sherry.Randall@la.gov
- Annual Financial Reporting (AFR): Yaxin.Lu@la.gov
- Special Education Reporting (SER) & Teacher Student Data Link (TSDL): Bernetta.Sims@la.gov
- Student Information System (SIS) and School Calendar (SPC) and Sponsor Site System (SPS) : Tara.Baylot@la.gov
- Student Transcript System (STS), Curriculum (CUR): Barrett.Adams@la.gov
- Profile of Educational Personnel (PEP): Michael.Zanovec@la.gov Jara.Bode@lagov
- Early Childhood CLASS: Anantha.Lakkakula@la.gov
- eScholar Unique ID, DirectMatch, StaffID; and CVR: Jayanthi.Sothirajah@la.gov
- 2020-21 System Enhancements: Kaylie.Loupe@la.gov
- School Finder and Principal and Superintendent Secure Portal assistance: SystemSupport@la.gov

Superintendent's Weekly Newsletters

- The **Data** section provides information and reminders about data reporting.
- To subscribe, email ldoecommunications@la.gov
- Previous issues of the newsletters are located [here](#).



To subscribe, contact ldoecommunications@la.gov

Looking ahead ...

Next Webinar:

- **Date and Time:** September 7, 2020 at 10:00 am
- **Webinar Link:** [Registration Link](#)
- **Webinar Name:** SER Q & A Office Hour – October 1 IDEA Child Count

Register in advance for this meeting:

After registering, you will receive a confirmation email containing information about joining the meeting.